

CITY OF
WOLVERHAMPTON
COUNCIL

Vibrant and Sustainable City Scrutiny Panel

6 December 2018

Time 6.00 pm **Public Meeting?** YES **Type of meeting** Scrutiny

Venue Committee Room 3 - Civic Centre

Membership

Chair Cllr Martin Waite (Lab)
Vice-chair Cllr Christopher Haynes (Con)

Labour

Cllr Ian Angus
Cllr Mary Bateman
Cllr Philip Bateman MBE
Cllr Greg Brackenridge
Cllr Val Evans
Cllr Bhupinder Gakhal
Cllr Keith Inston
Cllr Beverley Momenabadi
Cllr John Rowley

Conservative

Cllr Arun Photay

Quorum for this meeting is three Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

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Agenda

Part 1 – items open to the press and public

Item No. *Title*

MEETING BUSINESS ITEMS

- 1 **Apologies**
- 2 **Declarations of interest**
- 3 **Minutes of the previous meeting** (Pages 3 - 8)
[To approve the minutes of the previous meeting as a correct record]

DISCUSSION ITEMS

- 4 **Matters arising**
[To consider any matter arising from the minutes].
- 5 **Draft Budget and Medium Term Financial Strategy 2019-2020** (Pages 9 - 30)
[To consider a report on the Draft Budget and Medium term Financial Strategy 2019-2020].
- 6 **Management of Trees in the City** (Pages 31 - 36)
[Management of Trees in the City – Briefing Note attached].
- 7 **Active Travel** (Pages 37 - 44)
[To consider a briefing note on the subject of Active Travel, note attached].

[Appendix 1 - Notes from a Police Officer Meeting held with Cllr Martin Waite and the Scrutiny Officer].
- 8 **Christmas Waste Collections**
[Christmas Waste Collections – Briefing Note is marked to follow].
- 9 **Work Plan** (Pages 45 - 60)
[To discuss the Scrutiny Work Programme].

Vibrant and Sustainable City Scrutiny Panel

Agenda Item No: 3

Minutes - 4 October 2018

Attendance

Members of the Vibrant and Sustainable City Scrutiny Panel

Cllr Ian Angus
Cllr Mary Bateman
Cllr Philip Bateman MBE
Cllr Greg Brackenridge
Cllr Christopher Haynes (Vice-Chair)
Cllr Keith Inston
Cllr Beverley Momenabadi
Cllr John Rowley
Cllr Martin Waite (Chair)

Employees

Martin Stevens (Scrutiny Officer) (Minutes)
Ross Cook (Service Director – City Environment)
Colin Parr (Head of Business Services)
John Roseblade (Head of Transport)
Richard Welch (Health Business Partner)
Earl Piggott-Smith (Scrutiny Officer)
Nick Broomhall (Service Lead – Traffic and Road Safety)
Shaun Walker (Service Lead – Residential)
Susan White (Service Lead – Residential)

Part 1 – items open to the press and public

Item No. *Title*

1 Apologies

Apologies for absence was received from Cllr Val Evans and Cllr Arun Photay.

The Portfolio Holder for City Environment, Cllr Steve Evans, also sent his apologies,

2 Minutes of the previous meeting

Resolved: That the minutes of the meeting held on 12 July 2018 be approved as a correct record.

3 Matters arising

A Member asked if there had been any progress in relation to the subject of air quality. The Service Lead for Residential responded that the new information on air quality on the Council's website was about to be available. All the technical issues had now been resolved and air quality data was being uploaded correctly to the website. The Head of Transport stated that the targeted feasibility study had been submitted in draft to DEFRA in the previous week. The Member requested that the findings of the feasibility study be circulated to Members of the Panel in due course.

4 Scrutiny Work Programme

The Chair referred to the meeting scheduled for the 4 December, which included a report on Active Travel. One of the recommendations from the Parking Review was regarding "Park and Stride", which was part of Active Travel.

The December meeting was likely to include an item on the Budget, but the decision would be made by the forthcoming Scrutiny Board. The item on WV Active would be moved to the meeting in February 2019, if the budget was placed on the agenda for the December meeting.

A Member of the Panel suggested the processes for repairing roads, including potholes as a future agenda item.

A Member of the Panel expressed concern of the amount of traffic entering Wolverhampton from neighbouring authority areas and the routes they used. Heavy goods vehicles were sometimes using routes in residential areas. After a debate about transport networks, the Chair suggested that public transport in the City could be a joint meeting with the Stronger City Economy Scrutiny Panel. He would discuss the concept of the idea with Cllr Jaqueline Sweetman.

5 Kingdom - Update Briefing Note

The Service Lead (Residential) introduced a briefing note on Kingdom. At the previous meeting of the Vibrant and Sustainable City Scrutiny Panel in July, Members had asked for further information on several areas. The briefing note provided answers to these questions, which were outlined by the Service Lead.

A Member of the Panel asked for further information on the nature of the training Kingdom employees received on acting appropriately when dealing with vulnerable people. He also remarked that whilst the Briefing Note stated 26 people had their Fixed Penalty notice revoked on the grounds of vulnerability or special needs, he was certain more had been issued a notice and just not appealed. He did not think the Equality and Diversity Training which was given to all Council Staff and Kingdom employees was sufficient training in identifying vulnerable people. He requested further information on the training Kingdom employees received on identifying people with vulnerabilities and in dealing with them. The Service Lead (Residential) responded that he would have a discussion with Kingdom about the points raised by the Councillor. There was however no incentive to Kingdom employees to issue tickets to vulnerable people who would be unlikely to pay the fine, such as a rough sleeper. It was agreed that a written response would be provided to the Councillor which would also be circulated to the other Members of the Panel.

6 **Parking Outside Schools - Review Progress of Implementation of Recommendations from the Scrutiny Review**

The Service Lead for Traffic and Safety gave a presentation on the progress of the implementation on the recommendations from the Parking Outside Schools Scrutiny Review. Officers had completed a TRO (Traffic Regulation Order) Data Sheet as requested from the recommendations. This had been created to help develop Councillors understanding of the different types of parking restrictions outside schools. Officers had also produced a similar public information sheet which was now available on the Council's website to view. A media release had been issued highlighting that the information sheet was available. Whilst not an explicit recommendation from the review, the Council had implemented Traffic Regulation Orders outside 26 schools, totalling 71 roads in the City, over the last twelve months. There were 37 schools still on their schedule awaiting Traffic Regulation Orders. There were some schools where current Traffic Regulation Orders would be amended.

The Service Lead for Traffic and Safety remarked that the letter to the Secretary of State, as requested by the Scrutiny review, had been drafted. It was currently awaiting the Leader of the Council's signature. Officers had been asked to review the principle and the findings of traffic exclusions zones at schools. The two which they had conducted research on were in Solihull and Edinburgh. The main issue, when considering implementing a traffic exclusion zone, concerned ensuring there was the support of the school, parents, the local community and the Police. Solihull had found that it was key not to implement an exclusion zone where there was a through route. A further key requirement, they had concluded, was ensuring there was a convenient car park to avoid complete displacement of the traffic to other roads outside the exclusion zone. This requirement clearly limited the number of areas where a traffic exclusion zone could be implemented. Finally, it was important to implement a permit scheme for residents and other road users who had a legitimate reason to access the area at school travel times.

The Service Lead for Traffic and Safety stated that the findings from Solihull and Edinburgh had not surprisingly showed a net reduction of traffic volume in the exclusion zones. There was a reduced level of complaints about parking outside schools in the exclusion zones. In addition, parents and children reported an improved perception in road safety following their implementation.

The Service Lead for Traffic and Safety stated the negative findings included displacement of parking on roads outside of the zone, even where there was a car park. They also recognised that because there was less congestion in the exclusion zone, those people driving in the zone legitimately, had the opportunity to drive at an increased speed. It was therefore worth considering the introduction of traffic calming measures in the exclusion zone to reduce speeding. The exclusion zone relied heavily on Police support to enforce the restrictions. There was also an ongoing revenue cost to the Council to implement a permit scheme required for the residents.

A Member of the Panel asked how many schools met the criteria suggested by Solihull and Edinburgh. The Service Lead for Traffic and Safety responded that after conducting an initial assessment, two schools in the City had been identified as potential areas. The most suitable school was St. Michael's Roman Catholic Primary School in Merry Hill. He gave a description of the site using a visual aid. One main

concern was that Trysull Road was a local distribution road, which they wouldn't traffic calm because it was integral to the road network. An exclusion zone would push traffic out of Trysull Gardens to park on the other side or further along Trysull Road. Trysull Road had approximately 4,500 cars passing every day at 85% percentile speeds of 35MPH. Children and parents would be then walking along a road with significantly more traffic and at high speeds. It was therefore important to think carefully before even considering developing the concept further.

A Member of the Panel asked if the community would be consulted should a proposal be put forward. In response, the Service Lead for Traffic and Safety stated consultation would be essential.

A Member of the Panel asked how much a car parking permit would cost for residents each year. The Service Lead for Traffic and Safety responded that the issuing of parking permits was administered by a different team in the Council and he would liaise with them to find out the cost.

The Service Lead for Traffic and Safety remarked that the second school which they considered for a traffic exclusion zone was Oak Meadow Primary School in Wednesfield. The issue was the exclusion zone would have to cover a wide area, meaning more permits would need to be issued. The car parks were already at full capacity in the vicinity and there was potential for them to be sold in the future. These reasons meant it had not been selected as an appropriate site to put forward to consultation as a traffic exclusion zone.

The Chair stated that with the use of number plate recognition, people could be charged for entering streets where there were schools, during opening and closing times. The idea was an alternative to having to issue specific permits. A list could be kept on the system of residents who needed access to the street, who wouldn't be charged. On the subject of TROs, the Chair stated that he had seen in the media recently that the Police were accepting dashcam footage of reckless drivers. He asked if there was any scope for citizen reporting of people breaching TROs or dangerous car parking. He thought with the widespread use of Smartphones there was potential for such a reporting mechanism. He also asked if Officers had looked at filtered permeability options recently, which was a type of road design that allowed through access for walkers and cyclists, but removed it for motor traffic.

In response to the points raised by the Chair, the Service Lead for Traffic and Safety responded that they had not looked at filtered permeability recently but had in the past. There were some physical difficulties with the method, if the resultant cul-de-sac which was blocked off was longer than 25 metres, a turning head was required. The method had been used in the past when problems had arisen with the use of "rat runs." The Head of Transport stated they could do some analysis of the Citizen reporting concept raised by the Chair. There were some offences that required a Fixed Penalty Notice but there were others which were enforced by their mobile camera enforcement car, which followed the same principle. There were also some issues with citizen reporting, concerning quality of evidence and the potential need to require witness statements. He was aware of people using social media to name and shame people to reduce incidences of dangerous parking.

A Member of the Panel stated that it was important for the Planning Department of the Council to consider parking issues outside schools when they were building schools in the future.

A Member of the Panel stated enforcement activity was the key to reducing the problem of dangerous parking outside schools. The public could help with enforcement by producing filmed footage.

Scrutiny Officer, Earl Piggott-Smith, asked how many fines had been issued in the last twelve months for parking offences outside schools. The Head of Transport stated the information could be provided after the meeting.

Scrutiny Officer, Earl Piggott-Smith, asked about the walking strategy. The Health Business Partner stated there was a strategy titled “towards an active city” approved by Cabinet last year. The strategy was going to be refreshed to reflect the new vision of the Director of Public Health, which was less about intervention and more about creating a healthy environment. The walking strategy would be part of the physical activity strategy. A report on active travel was scheduled to be received by the Scrutiny Panel in early December. Information on “Park and Stride” had been sent out to schools. He was pleased to report the positive news that 15 sports and health apprenticeships had been established in schools. These apprentices would help to embody the principles of “Park and Stride” within schools. They had also appointed a PSHE (Personal, Social and Health Education) Advisory teacher in the previous week who could go out to schools.

7 **Mechanisms to Control Vacant Sites**

The Head of Business Services gave a presentation on the mechanisms to control vacant sites. He stated that vacant sites could fall into different categories. Orphaned land which were plots of land with no identified owner, was the first of these categories. The most recent survey had identified approximately 350 of these sites across the City. These ranged from significant plots of land to small slithers. Orphaned land could attract fly tipping and anti-social behaviour and were problematic to the Council, due to there being no named owner of the land. There was a duty on the Council to control pests within their area. This had amounted in the past to generally clearing the orphaned land sites, where there were infestations. Due to challenging budgets, there had been discussions of only having pest control in those areas and not clearing the site in the future.

The Head of Business Services described the second category of site as being where the Council could identify the owner. These sites were often property speculation sites.

The Head of Business Services commented that it could sometimes take years to resolve the problems with vacant sites. The Council did have some enforcement powers, such as serving Community Protection Warnings. This was where the Council could request a landowner to take action. If the Community Protection Warning was not complied with, the Council could serve a formal notice requiring the landowner to take action. He considered a better solution to be working with the community, where it was possible.

The Head of Business Service said there was incredible value with working closely with other departments in the Council such as the Planning Team. This would help prevent them suggesting remedial action to landowners which was in breach of the Council's Planning Policy. They could work with the Planning Team on a strategic level, as the ideal scenario was for the vacant sites to be developed such as for housing or for general benefit to the community. They often found that the landowners of vacant sites had unrealistic development expectations that would have a very low chance of receiving planning permission.

A Member of the Panel asked if the Council had explored the idea of allowing members of the public to extend their gardens into unused alleyways, thus removing the problem of a problematic vacant site. He suggested a small amount of funding from the Council would be required to help extend the gardens such as for the removal of fencing.

A Member of the Panel gave an example of an Old Victorian building which had been considered for demolition but was brought back into use as an important example of sustaining the City's heritage.

A Member of the Panel stated it was important to manage expectations for vacant sites as there was not the funding available to implement solutions in all areas to a desired outcome.

The Head of Business Services stated they could look at all the suggestions by Members for dealing with vacant sites. His priority was to enforce areas where there was a clear risk to life. Budget challenges made it increasingly difficult to respond to concerns about non-life threatening vacant sites.

The Service Lead for Residential, Susan White presented two case studies and described the action the Council had taken on the sites. The first case study was for the Orchard, Church Lane, Bushbury North. The second was for Lesley Road/Powell Street in Heath Town.

Cllr Brackenridge suggested a long-term solution to the problems at Lesley Road/Powell Street was to allow the residents to extend their gardens into the alleyway. He also suggested some changes to the access points.

There was a discussion about the pros and cons of the use of signs and CCTV to reduce tipping.

Meeting closed at 7:50pm.



Vibrant and Sustainable City Scrutiny Panel

6 December 2018

Report title	Draft Budget and Medium Term Financial Strategy 2019-2020	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson City Assets and Housing Councillor Steve Evans City Environment	
Corporate Plan priority	Confident Capable Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable Director	Claire Nye, Director of Finance	
Originating service	Strategic Finance	
Accountable employee	Alison Shannon Tel Email	Chief Accountant 01902 554561 Alison.shannon@wolverhampton.gov.uk

**Report to be/has been
considered by**

Recommendations for decision:

The Panel is recommended to:

1. Provide feedback to Scrutiny Board for consolidation and onward response to Cabinet on Draft Budget and Medium Term Financial Strategy 2019-2020.
2. Provide feedback to Scrutiny Board for consolidation and onward response to Cabinet on the scrutiny process on the budget.
3. Approve that the Scrutiny Panel response be finalised by the Chair and Vice Chair of the Scrutiny Panel and forwarded to Scrutiny Board for consideration.

1.0 Purpose

- 1.1 The purpose of this report is to seek the Panel's feedback on the Draft Budget and Medium Term Financial Strategy 2019-2020 that was presented to Cabinet on 17 October 2018. In addition to this, the Panel's feedback is sought on the approach to budget consultation and feedback on the scrutiny process.

2.0 Background

- 2.1 In March 2018, the 2018-2019 Budget and Medium Term Financial Strategy (MTFS) 2018-2019 to 2019-2020 was presented to Full Council for approval. The Council was able to set a balanced budget for 2018-2019 without the use of General Fund reserves. However, it was projected that the Council would be faced with finding further estimated budget reductions totalling £19.5 million by 2019-2020.
- 2.2 An update on the high-level strategy to address the projected budget challenge of £19.5 million for 2019-2020 was presented to Cabinet on 11 July 2018. At that point, various opportunities including: one-off funding streams, council tax income, the realisation of benefits from existing strategies and directorate budget reduction targets resulted in the identification of £16.2 million towards the projected budget deficit. Cabinet approved the incorporation of the high-level strategy into the Draft Budget and Medium Term Financial Strategy 2019-2020. Taking this into account, the remaining budget challenge to be identified for 2019-2020 stood at £3.3 million.
- 2.3 Cabinet were provided with a further update in October 2018 which detailed the progress in identifying additional budget efficiencies, budget reduction and income generation opportunities towards directorate budget reduction targets that were incorporated into the high-level strategy. After taking into account progress against directorate budget reduction targets and emerging pressures, the Council projected that the remaining budget deficit for 2019-2020 was in the region of £6.0 million.
- 2.4 Over the medium term, the Council's resources will continue to be aligned to enable the realisation of the Council's core objectives. However, the high-level budget strategy for 2019-2020 will remain focused on achieving continuous improvement whilst delivering further efficiencies. The strategy will include: exploring alternative business models, a targeted approach to service provision and a risk based approach to budget allocations. The strategy is also to continue to support the independence of individuals and communities, maximising external income, identifying opportunities for further commercialisation and reviewing demand management, which has proved to be an effective approach to identifying deliverable budget reductions.
- 2.5 The Draft Budget and Medium Term Financial Strategy 2019-2020, attached at Appendix 1, will be considered by Scrutiny Panels during the November/December round of meetings and the feedback from those meetings will be reported to Scrutiny Board on 11 December 2018, which will consolidate that feedback in a formal response to Cabinet on 23 January 2019. The feedback provided to Scrutiny Board will include questions asked by Panel members, alongside the responses received. Cabinet will take into account the

feedback from Scrutiny Board when considering the final budget setting report in February 2019, for approval by Full Council in March 2019.

3.0 Scrutiny Process

- 3.1 Recognising the scale of the budget challenge faced by the Council, it is acknowledged that certain processes need to be refreshed in order to ensure a long-term approach to medium term financial planning and the pace of delivery of proposals.
- 3.2 The Panel's view is therefore sought to identify the most appropriate, transparent and informative form of scrutiny of the budget setting process.

4.0 Panel Recommendations

- 4.1 The Panel are recommended to provide feedback to Scrutiny Board for consolidation and onward response to Cabinet on:
- the Draft Budget and Medium Term Financial Strategy 2019-2020;
 - the Scrutiny budget process;
 - any other comments.
- 4.2 The Panel are also recommended to approve that the Scrutiny Panel response be finalised by the Chair and the Vice-Chair of the Scrutiny Panel and forwarded to Scrutiny Board for consideration.

5.0 Financial implications

- 5.1 The financial implications are discussed in the body of the report, and in the report to Cabinet.
[MH/06112018/G]

6.0 Legal implications

- 6.1 The legal implications are discussed in the report to Cabinet.
[TS/06112018/Q]

7.0 Equalities implications

- 7.1 The equalities implications are discussed in the report to Cabinet.

8.0 Environmental implications

- 8.1 The environmental implications are discussed in the report to Cabinet.

9.0 Human resources implications

9.1 The human resources implications are discussed in the report to Cabinet.

10.0 Corporate landlord implications

10.1 The Corporate Landlord implications are discussed in the report to Cabinet.

11.0 Schedule of background papers

Draft Budget and Medium Term Financial Strategy 2019-2020, report to Cabinet, 17 October 2018.

Draft Budget and Medium Term Financial Strategy 2019-2020, report to Cabinet, 11 July 2018.

2018-2019 Budget and Medium Term Financial Strategy 2018-2019 to 2019-2020, report to Full Council, 7 March 2018

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 October 2018
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Report title	Draft Budget and Medium Term Financial Strategy 2019-2020	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Louise Miles Resources	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable director	Claire Nye, Director of Finance	
Originating service	Strategic Finance	
Accountable employee(s)	Alison Shannon Tel Email	Chief Accountant 01902 554561 alison.shannon@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	9 October 2018

Recommendations for decision:

That Cabinet is recommended to approve:

1. That Budget Reduction and Income Generation proposals amounting to £695,000 in 2019-2020 proceed to the formal consultation and scrutiny stages of the budget process.
2. That Financial Transactions and Base Budget Revisions totalling a net reduction of £4.7 million in 2019-2020 be incorporated into the 2019-2020 draft budget.
3. That authority be delegated to the responsible Director and the Director of Finance to implement Financial Transactions and Base Budget Revisions at the earliest opportunity where the proposal is not reliant on the outcome of formal budget consultation.
4. That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to approve the final budget consultation arrangements.

5. That further options are explored between October 2018 and January 2019 to address the updated projected budget deficit of in the region of £6.0 million for 2019-2020 based on the Council's high-level strategy.

Recommendations for noting:

That Cabinet is asked to note:

1. That due to the uncertainty and increasing pressures over the medium term, the overall level of risk associated with the Draft Budget and Medium Term Financial Strategy (MTFS) 2018-2019 to 2019-2020 is assessed as Red for the first time since February 2016.
2. That the updated projected deficit assumes the achievement of budget reduction and income generation proposals amounting to £28.3 million over the two-year period from 2018-2019 to 2019-2020. Over the eight financial years the Council has identified budget reductions in excess of £220.0 million. This continues to be the most significant financial challenge that the Council has ever faced.
3. That the successful recovery of overpaid VAT has been granted at £1.8 million, approximately £200,000 lower than anticipated in the July 2018 report to Cabinet.
4. That due to external factors, budget assumptions remain subject to change. This could therefore result in alterations to the financial position faced by the Council.
5. That there continues to be a considerable amount of uncertainty with regards to future funding streams for local authorities particularly with regarding 2020-2021 onwards. The Comprehensive Spending Review 2020, the Fair Funding Review and potential pressures arising as a result of new responsibilities will impact upon the Council's budget. At the point that further information is known it will be incorporated into future reports to Councillors.
6. That the Council's General Fund Balance remains at £10.0 million; the minimum balance as determined in the Council's approved Reserves and Balances Policy. Emphasis therefore continues to be placed on identifying budget reductions and income generation proposals to meet the projected budget deficit over the medium term.
7. That the 2019-2020 budget timetable will, as in previous years, include an update on all budget assumptions and the Provisional Local Government Settlement which will be presented to Cabinet in January 2019, with the final budget report due to be approved by Full Council in March 2019.
8. The HR implications as outlined in the report and that reductions in employee numbers will be achieved in line with the Council's HR policies.

1.0 Purpose

- 1.1 The purpose of this report is to provide Councillors with an update on progress towards identifying additional budget reduction proposals in order to address the projected £19.5 million budget deficit for 2019-2020 as reported to Cabinet in July 2018.
- 1.2 This is the second report of the financial year on the Draft Budget and the Medium Term Financial Strategy (MTFS) for the period to 2019-2020 and provides an update on some key factors, the timetable for the budget process and the risks in relation to them.

2.0 Background and Summary

- 2.1 The 2018-2019 Budget and Medium Term Financial Strategy (MTFS) 2018-2019 to 2019-2020 was presented to Full Council for approval on 7 March 2018. The Council was able to set a balanced budget for 2018-2019 without the use of General Fund reserves. However, it was projected that the Council would be faced with finding further estimated budget reductions totalling £19.5 million by 2019-2020.
- 2.2 It is important to note that the updated projected budget deficit assumes the achievement of budget reduction and financial transaction proposals amounting to £28.3 million over the two-year period from 2018-2019 to 2019-2020.
- 2.3 In March 2018, Full Council approved that work started immediately to identify budget reductions to deliver the £19.5 million projected budget deficit in 2019-2020, with an update on progress to be reported to Cabinet in July 2018.
- 2.4 It should be noted that due to external factors, budget assumptions remain subject to change. This could therefore result in alterations to the financial position faced by the Council.
- 2.5 Since the 2018-2019 budget was set, work has been ongoing across the Council to identify opportunities and cross-cutting strategies to support the budget strategy for 2019-2020.
- 2.6 An update on the high-level strategy to address the projected budget challenge of £19.5 million for 2019-2020 was presented to Cabinet on 11 July 2018. At that point, various opportunities including: one-off funding streams, council tax income, the realisation of benefits from existing strategies and directorate budget reduction targets resulted in the identification of £16.2 million towards the projected budget deficit. Cabinet approved the incorporation of this high-level strategy into the Draft Budget and Medium Term Financial Strategy 2019-2020. Taking this into account, the remaining budget challenge to be identified for 2019-2020 stood at £3.3 million.

- 2.7 Work has continued during the second quarter of this financial year to identify additional budget efficiencies, budget reduction and income generation opportunities to meet the directorate budget reduction targets and to also address the projected remaining budget deficit in 2019-2020, amounting to £3.3 million.
- 2.8 This report provides an update on progress since July 2018 and details the pressures that the Council currently faces.

3.0 Budget Strategy 2019-2020 and the Medium Term

- 3.1 The Council's strategic approach to address the budget deficit continues to be to align resources to the Council's Corporate Plan 2016-2019.
- 3.2 The Council will soon be undertaking a review of the Corporate Plan 2016-2019 and will be developing the Council's Corporate Plan 2020-2025. Over the medium term, resources will continue to be aligned to enable the realisation of the Council's core objectives of achieving:
- a Stronger Economy to provide inclusive growth,
 - Stronger Communities to build resilience,
 - a Stronger Organisation focused on organisational development.
- 3.3 Investment in the future is essential to achieve the Council's Corporate Plan and also the City Vision.
- 3.4 Since the 2018-2019 budget was set in March 2018, work has been ongoing to identify a high-level strategy to address the projected budget challenge of £19.5 million for 2019-2020.

Proposals for 2019-2020

- 3.5 In July 2018, a number of proposals were presented to Cabinet for approval to address the projected budget deficit for 2019-2020. Proposals were classified as:
- one off funding streams,
 - realisation of benefits from existing strategies,
 - directorate budget reduction targets.
- 3.6 Since the last update to Cabinet in July 2018, further detailed work has continued to take place to develop the proposals reported to Cabinet at that point in time. As a result of this detailed work, there have been some revisions to these proposals, as detailed in the paragraph below.
- 3.7 In July 2018, Cabinet were informed of a recent ruling by the European Court of Justice which had raised the possibility of avoiding the need to charge VAT on some activities where the Council charged the standard 20%. Partners were engaged to lodge a claim on behalf of the Council for overpaid VAT which was anticipated to be in the region of £2.0 million from July 2007 to March 2018. The successful recovery of overpaid VAT has been granted at £1.8 million, approximately £200,000 lower than anticipated.

Directorate Budget Reduction Targets

- 3.8 Directorates were allocated budget reduction targets for 2019-2020 in July 2018. Work has taken place during the second quarter of the financial year to further develop and identify new proposals towards the directorate level budget reduction targets for 2019-2020. Progress against these targets is detailed in the table below:

Table 1 – Directorate Budget Reduction Progress against Target

Directorate	Directorate Target £000	Total of Proposals £000	Variation (Over)/Under £000
Place	(2,000)	(1,272)	728
People (including Public Health)	(2,000)	(2,061)	(61)
Corporate Services (including Education)	(1,500)	(2,092)	(592)
Total	(5,500)	(5,425)	75

- 3.9 As can be seen from the table above, the Council has identified a total of £5.4 million of proposals towards the directorate budget reduction targets. This represents significant progress towards the projected budget deficit for 2019-2020. Nevertheless, work will continue to develop new ideas to generate further efficiencies across the Council.
- 3.10 The proposals have been classified into those upon which the outcome of formal budget consultation is required – Budget Reduction and Income Generation proposals – and proposals which can be implemented without reliance on the outcome of formal budget consultation – Financial Transactions and Base Budget Revisions. Further details can be found in Appendices 1 and 2 to this report.
- 3.11 A significant amount of proactive work has been undertaken to review fee structures, invest in technology, review contract management and consider alternative delivery models. As a result of this, the Council has been able to generate £4.7 million of proposals which can be implemented without reliance on the outcome of formal budget consultation. These proposals are classed as Financial Transactions and Base Budget Revisions.
- 3.12 The Council has also identified a total of £695,000 Budget Reduction and Income Generation proposals.
- 3.13 It is proposed that Cabinet approve that the Budget Reduction and Income Generation proposals amounting to £695,000 in 2019-2020 proceed to the formal consultation and scrutiny stages of the budget process. The outcome of budget consultation and scrutiny will be reported to Cabinet in February 2019.
- 3.14 Included within the identified directorate proposals above, there are a number of proposals in the Public Health and Wellbeing portfolio that have been identified to offset a £548,000 reduction in Public Health grant income that will be realised in 2019-2020. Further details on those proposals can be found in Appendices 1 and 2.

- 3.15 Further details for individual proposals are available on the Council's website using the following link <http://www.wolverhampton.gov.uk/financialstrategy>
- 3.16 When reviewing grant income streams, service areas work to ensure that efficiencies are identified within the area so that the application of grant funding is maximised. This has been an area of focus particularly within the Education service.
- 3.17 Following the positive General Fund revenue outturn position for 2017-2018, it is proposed that proactive financial management across the Council is encouraged to identify efficiencies and mitigating actions to achieve underspends in 2018-2019.
- 3.18 In order to secure the benefit of Financial Transaction and Base Budget Revision proposals at the earliest opportunity, it is proposed that Cabinet delegate authority to the responsible Director and the Director of Finance to implement Financial Transactions and Base Budget Revisions where the proposal is not reliant on the outcome of formal budget consultation. Where possible this will be implemented in 2018-2019 to realise the benefit.

4.0 Update on Key Factors

- 4.1 The assumptions used in the preparation of the budget and Medium Term Financial Strategy (MTFS) remain under constant review and update.
- 4.2 In July 2018, Cabinet were asked to note emerging pressures within the Looked After Children, Visitor Economy and Corporate Landlord services, following overspends in 2017-2018 as reported in the Revenue Outturn 2017-2018 report. Those service areas continue to be kept under review, however it is anticipated that budget pressures totalling a cumulative £3.8 million will be prevalent in 2019-2020, therefore increasing the projected budget deficit in that year.
- 4.3 In addition to this, on 2 February 2018 the Ministry of Housing, Communities and Local Government issued new Statutory Guidance on Local Government Investments and Minimum Revenue Provision (MRP). The majority of the guidance on MRP is effective from 1 April 2019, however the guidance is currently under review to identify any necessary changes to the Council's strategies and any consequential budget pressure that may arise.
- 4.4 Whilst the Government have recently announced additional monies in 2018-2019 for the Council to address winter pressures; the final allocation has not yet been confirmed. It is anticipated, based on current financial modelling, that there may be additional adult social care pressures over the medium term. This will be to be kept under review, with further updates provided to Cabinet in due course.
- 4.5 During the Autumn, a detailed review will be undertaken to verify all the assumptions and forecasts in the MTFS. This will include an analysis of pay and non-pay inflation.

5.0 High-Level Strategy for 2019-2020

- 5.1 Taking into account the progress against directorate budget reduction targets and emerging pressures, detailed above, and early work on the analysis of MTFS assumptions, it is anticipated that the projected remaining budget deficit for 2019-2020 will be in the region of £6 million.
- 5.2 Over the medium term, the Council's resources will continue to be aligned to enable the realisation of the Council's core objectives, as detailed in paragraph 3.2. However, the high-level budget strategy for 2019-2020 will remain focused on achieving continuous improvement whilst delivering further efficiencies. The strategy will include: exploring alternative business models, a targeted approach to service provision and a risk based approach to budget allocations. The strategy is also to continue to support the independence of individuals and communities, maximising external income, identifying opportunities for further commercialisation and reviewing demand management, which has proved to be an effective approach to identifying deliverable budget reductions.
- 5.3 An update on the budget position based on the high-level strategy will be presented to Cabinet for consideration in January 2019.
- 5.4 It is important to note it is anticipated that the remaining budget deficit for 2019-2020 will be achieved without calling upon the General Fund reserves. Confident Capable Council Scrutiny Panel have approved that the Specific Reserves Working Group meet again in 2018-2019 to review and scrutinise earmarked reserves as part of the budget setting process for relevance and adequacy, in line with the Council's financial procedure rules.
- 5.5 Due to the uncertainty, the Council currently faces, it is difficult to establish a medium term financial strategy beyond 2019-2020, however work has been ongoing to project a forecast medium term position. At the point of writing, it is projected that the medium-term budget challenge could be in the region of £40-50 million over the next five years. This continues to represent the most significant financial challenge that the Council has faced. Service areas across the Council will continue to develop budget efficiencies, service transformation and income generation proposals in order to meet the budget challenge. Cabinet will be provided with budget update reports in due course documenting progress towards bridging this gap.
- 5.6 Recognising the scale of the challenge, processes will be refreshed, including maximising the benefit of the scrutiny process, to ensure a long-term approach to medium term financial planning and the pace of delivery of proposals.

Council Tax

- 5.7 In the provisional settlement for 2018-2019, the Government announced a change to the referendum limit on Council Tax increases in 2018-2019 and 2019-2020 from 1.99% to 2.99%. This would therefore enable the Council to increase Council Tax by a maximum of 4.99% in 2019-2020; the sum of 2.99% Council Tax increase plus a 2% adult social care precept.

- 5.8 The Budget and MTFs 2018-2019 to 2019-2020 approved by Full Council on 7 March 2018 assumes an increase in Council Tax of 1.99%, in addition to the Government's social care precept of 2%, totalling 3.99% for 2019-2020. Taking into account the change in the referendum limit, it is proposed that consideration be given to increasing Council Tax by a further 1% in 2019-2020 to 2.99% as part of the 2019-2020 budget consultation process. It is forecast that funds in the region of £1.0 million could be realised in 2019-2020, if Council Tax were to be raised by an additional 1%. The funds generated would support the delivery of key services.
- 5.9 As discussed above, the budget consultation process will include the opportunity for Wolverhampton citizens to comment on council tax increases and will seek views on further potential amendments to council tax and the adult social care precept, should the Government provide further opportunity to levy charges.

6.0 Future Uncertainties

- 6.1 As reported to Cabinet on 20 February 2018, it is important to note that there continues to be a considerable amount of uncertainty with regards to future funding streams for local authorities particularly regarding 2020-2021 onwards. The Comprehensive Spending Review 2020, the Fair Funding Review and potential pressures arising as a result of new responsibilities will all impact upon the Council's budget.
- 6.2 On 30 May 2018, the Government released a briefing paper which provided an update on business rates retention, the Government's proposals for changes to the local government finance system and the Fair Funding Review.
- 6.3 The briefing paper indicated that the Fair Funding Review will be implemented on 1 April 2020. It is anticipated that a series of technical consultations will be published mid-2018, with broad outlines of the new system available by winter 2018. Indicative numbers, comprising of individual local authority allocations following implementation are expected to be made available by summer 2019, with final numbers available later that year.
- 6.4 In addition to this, it was recently announced that the Government have delayed the publication of the Adult Social Care Green Paper until autumn 2018 so that it can be integrated with the new NHS plan, further adding to the uncertainty faced by the Council. However, it should be noted that the Government has recently announced additional monies for the Council in 2018-2019 to address winter pressures; the final allocation has not yet been confirmed.
- 6.5 The Chancellor of the Exchequer has announced that the 2018 Autumn Budget Statement will be delivered on 29 October 2018. It is hoped that some certainty with regards to future funding streams will be provided.
- 6.6 It is important to note that due to external factors and future uncertainties, budget assumptions remain subject to change. This could therefore result in alterations to the financial position faced by the Council.

7.0 General Fund and Earmarked Reserves

- 7.1 The Council's General Fund reserve remains at £10.0 million; the minimum balance as determined in the Council's approved Reserves and Balances Policy. Emphasis therefore continues to be placed on identifying budget efficiencies, budget reductions and income generation proposals to meet the projected budget deficit over the medium term.
- 7.2 As detailed in the high-level strategy above, the remaining budget deficit for 2019-2020 will be achieved without calling upon the General Fund reserves.
- 7.3 It is important to note however, as in previous years, earmarked reserves will be reviewed and scrutinised as part of the budget setting process for relevance and adequacy, in line with the Council's financial procedure rules.

8.0 Budget Risk Management and Timetable

- 8.1 A summary of the 2019-2020 budget setting process timetable is detailed in the table below:

Table 2 – Budget Timetable

Milestone	Deadline
Draft Budget and Medium Term Financial Strategy (MTFS) 2019-2020 report to Cabinet	17 October 2018
Formal Budget Consultation and Scrutiny	19 October – 31 December 2018
Budget Update Report following the Local Government Finance Settlement to Cabinet	23 January 2019
Final Budget Report 2019-2020 to Cabinet	20 February 2019
Full Council Approval of Final Budget 2019-2020	6 March 2019

- 8.2 As part of the budget consultation process there will be four evening meetings at various venues in Wolverhampton, as detailed in Appendix 3, as well as a breakfast meeting with business representatives and three other meetings with community groups.
- 8.3 As in previous years an online survey will be used to support the consultation process. Paper copies of the survey will also be made available.
- 8.4 It is recommended that Cabinet approve that authority be delegated to the Cabinet Member for Resources in consultation with the Director of Finance to approve the final budget consultation arrangements.
- 8.5 It is important to note, that the overall level of risk associated with the Draft Budget and Medium Term Financial Strategy (MTFS) 2018-2019 to 2019-2020 is assessed as Red for the first time since February 2016. The following table provides a summary of the risks associated with the MTFS, using the corporate risk management methodology.

Table 3 - General Fund Budget Risks 2018-2019 – 2019-2020

Risk	Description	Level of Risk
Medium Term Forecasting	Risks that might materialise as a result of the impact of non-pay inflation and pay awards, uptake of pension auto enrolment, and National Living Wage.	Amber
Service Demands	Risks that might materialise as a result of demands for services outstretching the available resources. This risk often applies to adults and children's social care.	Red
Identification of Budget Reductions	Risks that might materialise as a result of not identifying budget reductions due to limited opportunity to deliver efficiencies.	Amber
Budget Management	Risks that might materialise as a result of the robustness of financial planning and management, in addition to the consideration made with regards to the loss of key personnel or loss of ICTS facilities	Green
Transformation Programme	Risks that might materialise as a result of not delivering the reductions incorporated into the budget and not having sufficient sums available to fund the upfront and one-off costs associated with delivering budget reductions and downsizing the workforce.	Amber
Reduction in Income and Funding	<p>Risks that might materialise as a result of the Final Local Government Finance Settlement.</p> <p>Risks that might materialise as a result of income being below budgeted levels, claw back, reduction to government grant or increased levels of bad debts.</p> <p>The risk of successful appeals against business rates.</p>	Red
Third Parties	Risks that might materialise as a result of third parties and suppliers ceasing trading or withdrawing from the market.	Amber
Government Policy	Risks that might materialise as a result of changes to Government policy including changes in VAT and taxation rules, the impact of exiting the European Union and, in particular, from the Care Bill.	Amber

9.0 Evaluation of alternative options

- 9.1 In determining the proposed high level budget strategy for 2019-2020, consideration has been made to the deliverability of budget reduction and income generation proposals and budget pressures. If we were to not implement the budget strategy as proposed in this report, alternative options would need to be identified in order for the Council to set a balanced budget in 2019-2020. This may therefore potentially impact upon service provision.

10.0 Reasons for decisions

- 10.1 It is recommended that the high-level budget strategy for 2019-2020, including Financial Transactions, Budget Reduction and Income Generation Proposals, as set out in this report, is approved by Cabinet for formal budget consultation and scrutiny where necessary. Cabinet will be provided with an update following formal budget consultation and scrutiny in the Draft Budget and Medium Term Financial Strategy 2019-2020 report which will be presented to Cabinet in February 2019. In approving this strategy, the Council will be working towards identifying options to be able to set a balanced budget for 2019-2020.

11.0 Financial Implications

- 11.1 The financial implications are discussed in the body of the report.

[MH/08102018/Y]

12.0 Legal Implications

- 12.1 The Council's revenue budgets make assumptions which must be based on realistic projections about available resources, the costs of pay, inflation and service priorities and the likelihood of achieving any budget reduction proposals.
- 12.2 The legal duty to spend with propriety falls under S.151 Local Government Act 1972 and arrangements for proper administration of their affairs is secured by the S.151 Officer as Chief Financial Officer.
- 12.3 Section 25 of the Local Government Act 2003 requires the Chief Financial Officer to report to the Council when it is making the statutory calculations required to determine its Council Tax. The Council is required to take this report into account when making its budget decision. The Chief Financial Officer's report must deal with the robustness of the budget estimates and the adequacy of the reserves for which the budget provides. Both are connected with matters of risk and uncertainty. They are inter-dependent and need to be considered together. In particular, decisions on the appropriate level of Reserves should be guided by advice based upon an assessment of all the circumstances considered likely to affect the Council.

- 12.4 The relevant guidance concerning reserves is Local Authority Accounting Panel Bulletin 77, issued by CIPFA in November 2008. Whilst the Bulletin does not prescribe an appropriate level of reserves, leaving this to the discretion of individual authorities, it does set out a number of important principles in determining the adequacy of reserves. It emphasises that decisions on the level of reserves must be consistent with the Council's MTFS, and have regard to the level of risk in budget plans, and the Council's financial management arrangements (including strategies to address risk).
- 12.5 In addition, Section 114 of the Local Government Finance Act 1988 requires the Chief Financial Officer to **'...make a report ... if it appears to her that the Authority, a committee or officer of the Authority, or a joint committee on which the Authority is represented'**:
- a. has made or is about to make a decision which involves or would involve the Authority incurring expenditure which is unlawful,
 - b. has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the Authority, or
 - c. is about to enter an item of account the entry of which is unlawful.
- 12.6 The Chief Financial Officer of a relevant Authority shall make a report under this section if it appears to her that the expenditure of the Authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.
- 12.7 These statutory requirements will have to be taken into account when making final recommendations on the budget and council tax requirement for 2019-2020.
[RB/05102018/Q]

13.0 Equalities implications

- 13.1 The development of the various budget reduction proposals includes an initial equalities screening for each proposal and, where necessary, a full equalities analysis will be completed before the final draft budget is presented to Cabinet in February 2019 and Council in March 2019. This will also include a cumulative analysis of the various proposals to ensure Councillors can pay due regard to the equalities impact of their budget decisions.

14.0 Human resources implications

- 14.1 In line with the Council's statutory duties as an employer under the Trade Union Labour Relations (Consolidation) Act 1992, an HR1 form was issued to the Secretary of State for Business, Innovation and Skills identifying the intention to reduce employee numbers by up to 500 across the Council in the period 1 April 2018 up to 31 March 2019.

- 14.2 A new HR1 will be issued with effect from the 1 April 2019 up to 31 March 2020 identifying that a further 500 jobs may need to be put at risk of redundancy throughout this period.
- 14.3 The numbers included in an HR1 include posts held by colleagues who, as part of business review, redesign and/or restructure, need to be included, as they will be placed at risk of redundancy. However, many of these employees can apply and be offered jobs in any new structure or elsewhere in the organisation and therefore the number of employees leaving the authority is always anticipated to be lower than the numbers put at risk and declared on an HR1.
- 14.4 As detailed in the report, budgetary savings will also be made through efficiencies with new and smarter ways of working and transformation initiatives. Income generation will also be key.
- 14.5 Reductions in employee numbers will be achieved in line with the Council's HR policies. Compulsory redundancies will be mitigated as far as is possible through seeking voluntary redundancies in the first instance, and through access to redeployment.
- 14.6 The Council will ensure that appropriate support is made available to employees who are at risk of and selected for redundancy, and will work with partner and external agencies to provide support. Budget reduction targets to move service delivery from direct Council management to private, community or third sector providers may have implications under the TUPE regulations. If TUPE were to apply, appropriate consultation with relevant Trade Unions and affected employees, would take place.
- 14.7 There is on-going consultation with the trade unions on the impact of the Council's budgetary position and the targets being made to meet the challenges posed by it. [HR/DP/068]

15.0 Schedule of Background Papers

Cabinet – 11 July 2018 '[Draft Budget and Medium Term Financial Strategy 2019-2020](#)'

Cabinet – 11 July 2018 '[Revenue Budget Outturn 2017-2018](#)'

Cabinet – 11 July 2018 '[Reserves, Provisions and Balances 2017-2018](#)'

Council – 7 March 2018 '[2018-2019 Budget and Medium Term Financial Strategy 2018-2019 to 2019-2020](#)'

Budget Reduction and Income Generation Proposals by Cabinet Portfolio

Children and Young People

Proposal Title	Directorate	2019-2020 £000
Child & Adolescent Mental Health Service Tier 3 funding to Black Country Partnership Foundation Trust	People	(137)
Supervised Contact Centre Provision for Children and Young People	People	(40)

City Assets and Housing

Proposal Title	Directorate	2019-2020 £000
Review provision of One Stop Toilet at Mander Centre	Place	(80)

Budget Reduction and Income Generation Proposals by Cabinet Portfolio

City Environment

Proposal Title	Directorate	2019-2020 £000
Review of residents parking schemes	Place	(20)
Review the maintenance and routine cleaning of illuminated road signs	Place	(30)
WV Active Catering Offer	Corporate	(100)

Public Health and Wellbeing

Proposal Title	Directorate	2019-2020 £000
Integration of Public Health Service Contracts*	People	(288)

* budget reduction proposal to offset reduction in grant income

Financial Transaction and Base Budget Revisions by Cabinet Portfolio

Cabinet Portfolio	2019-2020 £000
Leader	71
Adults	907
Children and Young People	415
City Assets and Housing	420
City Economy	136
City Environment	740
Education and Skills	646
Governance	297
Resources	824
Total	4,456
Public Health and Wellbeing*	274

* financial transaction to offset reduction in grant income

Budget Consultation Meetings

Venue	Date	Time
Bantock Tractor Shed	25 October 2018	6-8pm
Low Hill Community Centre	1 November 2018	6-8pm
Bob Jones Community Hub	13 November 2018	6-8pm
Bilston People's Centre	15 November 2018	6-8pm

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Briefing Note

CITY OF
WOLVERHAMPTON
COUNCIL
Agenda Item No. 6

Title: Management of Trees in the City

Date: 6/12/2018

Prepared by: Steve Woodward/Richard Johnson

Job Title: Head of Environmental
Services, Arboriculture
Manager

**Intended
Audience:**

Internal ☐

Partner organisation ☐

Public ☒

Confidential ☐

1. Purpose

To provide the Scrutiny Panel, with an update on current arrangements for the management of the city's tree stocks.

To provide an update on the request from the Sustainability Advisory Group to produce a Trees and Woods Strategy for the City of Wolverhampton.

2 Background and context

2.1 Trees in the City of Wolverhampton are managed in a variety of ways, dependent upon the land on which they stand and the risk they present. This is summarised in the table below:

Position	Responsibility	Management Regime	Comments
Highways Land	Environmental Services	Trees close to the adopted highway (approx. 12,000, one third of highways trees) are subject to a four-yearly inspection and maintenance regime (inspection, pruning, reduction etc.). Other trees are dealt with on a reactive basis when they have been reported as potentially in a dangerous condition (e.g. by a member of the public)	Regime has been in place since 1986 and has an established programme and budget. Works are carried out by in-house teams and external contractors. Trees close to the highway are assessed as higher risk and inspection/maintenance works undertaken; this acts as a reasonable defence against claims
Parks open spaces & Cemeteries	Environmental Services (following	Reactive regime only. A budget of £40,000, which was transferred from the Parks	Trees in these areas represent a lower risk though where they are close

	disaggregation of Parks Service)	Service, allows for works on trees considered a danger to public or property only. The trees numbers that would fall under this category are in the region 350,000 to 400,000 trees	to the highway/high footfall they should be considered high risk (currently trees on these sites are not included on a 4-year inspection/maintenance programme) and there is only limited defence against insurance claims
Education land	Schools	Schools are responsible for their own tree maintenance regimes. Where schools have an SLA with Environmental Services the service is reactive; though some schools have been encouraged to include an annual tree inspection into their SLA with Environmental Services	
Corporate landlord sites	Corporate Landlord	Corporate landlord commission reactive maintenance works through Environmental Services	
Canal towpaths and railway lines	Canal & River Trust and Network Rail	Risk based safety maintenance regime; maintained by Canal & and River Trust and Network Rail	Trees and vegetation only managed for safety concerns – does not cover light/ TV reception issues
Private Land	Landowner	All maintenance and safety issues are the responsibility of the owner	Issues of complaints / safety / pests etc. are dealt with by Regulatory Services enforcement

2.2 Environmental Services, Arboriculture maintenance budget is utilised to support works on Highways, Parks and Open Spaces; primarily those trees that are deemed a danger to people or property. The present budget constraint means that tree planting operations city wide have been suspended. User groups are committed to planting trees at no cost to the authority at East Park, Bantock Park, West Park, Penk Rise, Bradmore Rec. and Coppice Wood through external funding (Woodland Trust).

2.3 Any fallen tree that is affecting the adopted highway such as blocking a road or footpath (irrespective of ownership), will be dealt with by our Arboriculture emergency response team. In some instances, the debris from private trees is moved on to the land owner's property.

2.4 Environmental Services responds to issues raised by the public, businesses or other council services on a priority basis as identified below:

- Emergency issues - We will respond to the following types of enquiry immediately:
 - a report that someone is felling or pruning a highway/park tree
 - a report that a highway/park tree is dangerous and has or is about to fall onto public land, the highway or adjoining private property
- Priority issues - An inspection will be carried out within 5 working days and work programmed for completion if needed
 - a report that a highway/park tree is touching a building or causing non-life-threatening damage
 - a report that a highway/park tree is obscuring a traffic light or warning sign
- Routine issues - An inspection will be carried out within 4 weeks and work programmed for completion if needed.
 - a request to prune an overgrown highway/park tree
 - a request to remove low branches from a highway/park tree
 - a report that a highway/park tree is touching telephone wires or overhanging a building, blocking a street light or obscuring a street sign

2.5 Customers with issues concerning tree roots affecting land, buildings and services are referred to the council's Risk Management & Insurance team. Residents are advised to contact their home insurance company and arrange a survey. This will determine whether there are grounds to make a claim against the City Council. Where roots are affecting the adopted highway, footpaths and roads, Reactive Response Highway Maintenance teams carry out inspections and instigate repairs when tree roots have, lifted tarmac or represent a hazard to pedestrians and road users.

2.6 Environmental Services are responsible for maintaining the tree stock in the City Wolverhampton (adopted Highway/Parks/Open Spaces) and does not respond to every request to fell and prune trees at the detriment to the tree. Resources are allocated to manage fallen/dangerous trees and trees that are deemed a hazard to people and buildings because of damage and disease. In common with other authorities and public bodies (e.g. Network Rail, National Trust etc.) the Council is not responsible for addressing the following:

- Loss of natural light - A home owner's requirement for shade or natural light is a subjective and a personal matter. Whilst some people prefer shade others desire sunlight. You may be aware of the ancient and prescriptive 'right-to-light' but this only relates to loss of light over a considerable period of time and in certain specific circumstances. Where trees are concerned there is no 'right-to-light'. The council is not required or obliged in respect of any law to prune a tree for the benefit of someone's level of light.
- Poor satellite/TV reception - There is no legal requirement for the council to remove trees or even prune them for the benefit of a television reception. The

council does however have a duty to protect trees and maintain them appropriately for future generations to enjoy.

- Tree debris/honey dew/bird excrement/blossom - Every year trees shed their blossom, fruit, cones and leaves. And trees also sway in the wind and shed twigs and small branches when the wind is particularly strong. There is very little the council can do about this, it is a natural process and not recognised as a 'legal nuisance'.

2.7 The Council currently operates a risk-based approach with only those high-risk trees inspected and maintained. Analysis of insurance claims over the past three years shows that the average repudiation rate on claims made is 85%, in line with the average for all claims, and that settlements over this period. In order to undertake a regular inspection of all trees on Council property an additional budget of circa £50,000.00 per annum would be required. As this is likely to identify issues to be addressed a further budget of circa £50,000.00 would be required for the necessary action. Note that this work would not be programmed regular maintenance but reactive works only on the basis of regular inspections. The council does not currently have the resources to undertake this work which would be subject to a tender via the usual procurement process or recruitment of additional arborist's

2.8 Prior to considering the requirement for a fuller inspection regime a full risk-based assessment should be undertaken covering:

- Financial risks
- Reputational risks
- Risk of injury to persons
- Regulatory Risks

2.9 It is not recommended that the council's activities be further expanded to include actions for loss of light / poor TV reception or similar claims by residents. These are not the subject of "rights" and action may damage and harm trees. Our current policy is in line with that typically adopted by other public body land owners.

3.0 Trees and Woods Strategy

3.1 The Woodland Trust is the UK's largest woodland conservation charity which protects and campaigns on behalf of the country's woods, plants trees and restores ancient woodland. The Tree Charter was initiated by the Woodland Trust in response to the issues facing trees and woods in the UK. It involved working with a range of bodies to highlight the importance of woods and trees and was launched in November 2017, on the 800th anniversary of the 1217 Charter of the Forest. It has been signed by a range of organisations which have pledged to support its aims. City of Wolverhampton Council has been involved with Birmingham and Black Country Wildlife Trust in particular tree planting with our established friends groups.

3.2 A representative from the Woodland Trust has attended the Sustainability Advisory Group and discussed with Councillors the Trust's work and the many benefits of trees

and woods. As a result, Councillors have requested that employees investigate what activities the Council could undertake to support the Woodland Trust's agenda.

3.3 Discussions between employees and at the Future City Board have produced a number of proposals around the compilation of a policy for trees and woods, delivery of the Council's regulatory functions and services and the maintenance of existing trees. It is therefore proposed to produce a cross-directorate Trees and Woods Strategy containing the following:

- Outline Vision for Trees and Woods in the City
- The importance of trees to Wolverhampton's community, place and heritage
- The role of trees in sustainability, addressing climate change and promoting biodiversity
- Protecting and managing the trees we have on Council land (see above)
- Planning policy for trees in new development and protected trees on private land
- The potential to increase the number of trees in the city and improve their management
- An Action Plan and monitoring framework

3.4 The lead on producing this document will be Ric Bravery, Strategic Health Lead (City Planning).

4.0 Financial implications

4.1 Due to recent changes in Legislation and Civil Law, Environmental Services have been advised by Insurance and Risk Management that the tree inspection/maintenance regime should be increased from the current 4-year programme to a 2-year programme.

4.2 Based on guidance from Insurance and Risk Management regarding changes in Legislation (in respect of Tree Failures and Corporate Manslaughter) and considering expected budget restrictions the Authority will no longer be able to provide the current level of tree maintenance unless there is a significant increase in budgets.

4.3 Insurance & Risk Management have also advised that recent Court of Appeal Cases have removed any defence we could put forward if we cannot demonstrate a risk-based approach to the management of trees. They have recommended resources are directed at identifying those trees where there is a high risk in terms of potential exposure and an inspection regime implemented following the guidance in this case.

4.4 In order to undertake a full and regular inspection regime and the resulting maintenance activity an estimated additional budget of circa £100,00.00 would be required.

4.5 The current budget for the Highway Maintenance Programme (majority of trees inspected every four years and responding to emergencies is £294,813.00; for Parks, Open Spaces and Cemeteries the budgets is £40,201.00.

5.0 Environmental implications

- 5.1** Trees have a significant part to play in improving the environment, health and wellbeing of the City, the UK Government is committed to improving the management, conservation and encouraging the expansion of the UK's tree cover.
- 5.3** The maintenance and improvement of the Authorities tree stock is crucial in the control of flood management and has a role to play as part of the Authorities commitment to reducing its carbon foot print; by acting as a carbon sink.
- 5.4** The City of Wolverhampton is predominantly viewed as an industrial city, trees make a significant contribution to offsetting this conception by providing a rural appearance; this in turn is a contributing factor to attracting new investment/businesses.

Title: Active Travel

Prepared by: Tim Philpot, Professional Lead,
Transport Strategy

Date: Monday 26 November 2018

Intended audience: Internal ☐ Partner organisation ☐ Public ☒ Confidential ☐

Purpose of briefing

To inform the Panel on the importance to the City of Wolverhampton of promoting Active Travel, the opportunities for promotion of Active Travel and barriers that may deter it, and recommendations for action in respect of it.

Background and context

Active Travel is any journey made using a significant element of physical activity. Such activity can make a positive contribution to personal fitness, weight management and mental health, as well as enabling equitable access to employment, amenities and services and social opportunities¹. There is evidence to suggest that employees who undertake physical activity such as walking and cycling to work have less sickness absence and may perform better in the workplace. The wider benefits of Active Travel include reduced traffic congestion, air pollution and noise.

However, barely 38% of adults in Wolverhampton walk at least once a week for travel purposes, and only 3% cycle². Moreover, one third of adults in Wolverhampton are generally inactive, undertaking less than 30 minutes of physical activity per week, although 58% say they would like to be more active and 32% say they would like help to be more active. Wolverhampton's Public Health team is developing an Active City Strategy which seeks to make physical activity accessible to all at every stage of life, and Active Travel can play a key role in this.

Everyday journeys to such places as childcare, local amenities, education institutions, workplaces and leisure facilities present significant opportunity to engage in Active Travel, and so contribute to overall Public Health goals. Wolverhampton is built on a scale which suits cycling, with almost all of it lying within a 5-mile radius of the centre. However, car has become the default means of travel for many people, leading to growth in motor traffic, increasing the potential for congestion and poorer air quality. As a result, many people see walking and cycling as dangerous, particularly for children. For Active Travel to flourish, this situation has to be addressed.

Strategic Cycling Network Development

If cycling is to be seen as a normal mode of travel, there needs to be a visible, high-quality network which mirrors the existing highway network in terms of directness and connectivity. Typically cycle route development in the past has focused on off-road routes such as canal towpaths, which provide easy opportunities for improvement. These however often suffer from being isolated with concomitant personal safety concerns, being unlit, and not necessarily providing direct routes to popular destinations. Meanwhile, measures on the highway to improve cycling have sometimes been criticised for being discontinuous, not to a suitable standard, or compromised by the presence of pedestrians or parked cars.

It is now routine to consider in the development of major highways schemes the scope to include enhanced cycling facilities as part of a multi-modal approach to transport. The Gateway North

works currently in progress on the A449 Stafford Road have included shared use footpaths from Vine Island to M54 Junction 2, which contribute to the Wobaston Road/Bee Lane cycle route delivered as part of the i54 Development, connecting into a Managing Short Trips scheme from Bee Lane to the Science Park. Schemes under development for Gateway East (Willenhall Road) and the A4123 Birmingham New Road have been designed with cycling facilities included.

In addition, the West Midlands Combined Authority (WMCA) and constituent Authorities have developed a draft Strategic Cycling and Walking Investment Plan (LCWIP) focusing on other strategic routes particularly those that cross boundaries between Local Authorities. This Plan, anticipated to be published in January 2019, provides a basis for future funding bids for major projects.

Active Travel in Neighbourhoods

Away from the strategic network, there remain concerns about the suitability of the highway for active travellers. Although new residential areas are designed to moderate traffic speed, there remain areas where speed and volume of traffic give rise to safety concerns. In addition, localised problems such as parking around schools are deterrents to active travel. Measures such as traffic calming and reduced speed limits have been used in Wolverhampton for some years to improve the environment for active travel. A recently completed independent research study commissioned by the Department for Transport (DfT) ³ indicated that implementing 20mph speed limits without measures to reduce speed is not particularly effective in reducing traffic speed or road casualties, but may nonetheless encourage more active travel.

More radical measures have been used in a variety of locations nation-wide. These include severance of through-routes for motor traffic, redistribution of roadspace away from traffic lanes and car parking and towards active travel use, and enhancement of the public realm. In some areas, “no-drive” zones have been created around schools for the beginning and end of the school day. The Road Safety service has reviewed all school locations in Wolverhampton but concluded in a previous report to the Scrutiny Panel that only two schools meet the recommended criteria for implementing such zones and those would experience unacceptable risk to safety as a consequence. The campaigning group Living Streets offers annual awards for projects which engage with communities imaginatively to create the appropriate conditions for active travel.

To maximise the benefits of Active Travel, pedestrian and cycling networks must mesh with other travel modes including bus, rail and private car. In extending the Midland Metro to be part of the Transport Interchange, much effort has been made to ensure the Interchange remains accessible by bicycle linking in to the growing network of cycle routes around the City Centre. A cycle hub is envisaged for the Interchange, which should accommodate a significant number of private bikes, and may also include hire bikes and a repair tool station. Wolverhampton also has Park ‘n’ Ride car parks which may benefit from provision of hire bike docks to offer better connection to the City Centre.

Motorist Behaviour

As much as the physical environment, it is the behaviour of motorists which causes concern for people wishing to engage in active travel. This includes driving at excessive speed, close passing, and parking in an obstructive manner. Distraction, for example by smartphones, can also result in risk to active travellers, particularly at junctions.

West Midlands Police undertake enforcement of speeding and dangerous parking around schools in acting on casualty data and the advice of the Council’s Road Safety service. This supplements

parking enforcement carried out by the Council's Civil Enforcement Officers. Gathering intelligence to target this work is important. In a Birmingham-based pilot scheme called ParkSafe, Police Community Support Officers (PCSOs) and members of the public have been encouraged to gather evidence on dangerous parking which can then be used to support issue of penalty notices. The Police also developed the Close Pass campaign in which motorists detected passing cyclists without appropriate separation distance were stopped and required to participate in an educational demonstration and discussion advising them of the problem they were causing.

Encouraging Active Travel

The launch of West Midlands Bikeshare is imminent. This will put low-cost hire bikes on streets in prominent places selected as natural journey origin or destination points. The scheme will be promoted particularly to communities where disadvantage or cultural barriers may exist. Corporate memberships will be available which will support promotion of cycling to, from and at work.

A key opportunity for Bikeshare is to capitalise on the first/last mile of journeys. Often the reason given for commuting by car is that the public transport links are not close enough to people's homes or workplaces. However, with Bikeshare, a commuter arriving at a rail station may then take a hire bike and ride on to their destination.

Walking for Health has been in operation in Wolverhampton for a number of years, and is a good example of a part subsidised, volunteer led sustainable physical activity programme which takes place at various sites across the city. Similarly, Parkrun is a national movement with local weekly provision in West Park and is self-sustainable.

The Council continues to deliver the Bikeability cyclist training programme and has steadily increased the numbers of cyclists passing the Level 3 qualification, which equips cyclists to make safe commuter journeys. There is also currently a Cycle Co-ordinator from British Cycling working in the Black Country to establish community cycling groups. This has had some success in attracting people from underrepresented demographic groups to take up cycling, initially in a leisure context, with the aim of developing into utility cycling as confidence develops.

Businesses seeking planning permission are required to develop and enact their own travel plan, which includes measures to promote travel to work by means other than private car. Typically, businesses are expected to provide cycle parking, lockers and shower facilities for cyclists. On the i54 site there are regular events to promote health benefits of active travel and encourage employees to take up the Cycle to Work scheme, which enables them to buy bicycles for commuting at tax-free prices. New Cross Hospital promotes the use of public transport, necessitating some walking to complete journeys. Wolverhampton Council makes pool bikes available to staff and holds "Bikers' Breakfast" events on National Bike to Work days, where staff can bring their bikes for maintenance checks.

Monitoring

There are various potential data sources for monitoring trends in active travel. In order for data to be useful it needs to be recent, likely to continue being collected, and provide a realistic basis for comparison. The DfT's annual National Travel Survey provides detailed data on walking and cycling classified by individual Local Authorities, so can be used to make comparisons between local, regional and national data. In addition, the WMCA has commissioned Sustrans to produce a "BikeLife" report similar to that produced for Birmingham⁴, which will include a range of surveys into public attitudes to cycling across the region.

Recommendations

1. Close co-operation between Strategic Transport and Public Health services to ensure a co-ordinated approach to Active Travel
2. Continued co-operation with West Midlands Police over targeting enforcement campaigns on Active Travel priority routes
3. Use of selected data from the National Travel Survey to monitor aspects of Wolverhampton's Active Travel trends by comparison with other Local Authorities and the national picture.

¹Briefing Note 14 August 2018: Active City Strategic Framework

²National Travel Survey 2017, CW0301/2 (Department for Transport)

³Process and Impact Evaluation Headline Report November 2018 (Atkins, AECOM & Maher)

⁴Bike Life Birmingham 2017 Report (Sustrans)

Appendix 1

Active Travel - Police Officer Meeting

9 October 2018 at 1 - 2pm

Committee Room 1, Civic Centre

Present

Cllr Martin Waite (Chair of Vibrant and Sustainable City Scrutiny Panel)

Martin Stevens (Scrutiny Officer)

Sgt Jonathan Butler (West Midlands Police - Road Harm Reduction Team)

PC Stephen Hudson (West Midlands Team - Road Harm Reduction Team)

Notes

Cllr Waite outlined that he had commissioned a report for the Vibrant and Sustainable Scrutiny Panel for the 6 December 2018. The report would be a joint report with Public Health and Transportation. Cllr Waite stated he was a great believer in positive influences to encourage people to use active transport. He asked the two Police Officers what in their experience helped to encourage active transport, being mindful that there was not a huge budget for new infrastructure projects. He added that he wanted to be in a position that when funds did become available, whether it be nationally or regionally, that the Council would know exactly what they would like to bid for in terms of active travel projects. He personally was interested in the 20MPH only speed signs, which were non-enforced (i.e. no traffic calming measures).

Sgt Butler suggested Cycling UK as a useful resource. There were some really simple initiatives, which did not require large amount of resources, which could be easily implemented. He commented that Birmingham were moving away from the 20MPH signs and favouring enforcement zones. Sgt Butler suggested contacting Mel Jones at Birmingham City Council for further information on how successful their 20MPH Zones had been. On the back of the work being completed at Birmingham, Sandwell had introduced 20MPH Zones. They were now heavily involved with Sandwell on the enforcement for these roads. Sometimes they would involve school children as part of the enforcement process. If the driver was willing to talk to the children about road safety, it would prevent them having to pay the speeding fine.

Sgt Butler remarked that his colleague, PC Mark Hodson, had pioneered, an initiative called "*Park Safe*," which encouraged PCSOs and members of the public to third party report dangerous instances of parking. PCSOs could not personally give out a fixed penalty notice, they could however submit evidence to be processed by the enforcement team, who could then issue the notice. A member of the public could submit third party evidence via the Force's Website.

Sgt Butler commented that the Police did carry out targeted enforcement at schools when they had been alerted by the Local Authority to a particular issue, such as speeding, dangerous car parking or seat belt compliance issues. The Police kept a list of the schools which were having issues. They had recently been targeting the high profile cases, where their collision data supported the fact there was a problem. Evidence base was an important part in deciding where the Police team would target their activity. If the Council could provide the evidence of problem areas, at certain thresholds, they would carry out enforcement activity.

Sgt Butler stated that Birmingham City Council had just launched a Speed Reporting Portal on their website. Every month a Birmingham Road Safety Partnership meeting was held, where partners came together to analyse the data which had been obtained from the Portal. He was aware of a Black Country Road Safety Forum, but they were not as pro-active as the Birmingham Road Safety Partnership. He suggested that a Portal could be a model to follow in Wolverhampton and the Black Country. Cllr Waite referred to some schools in Wolverhampton which without car parking near the school, there would be speeding. The parked cars effectively acted as an artificial traffic calming measure.

Sgt Butler suggested the Council should start looking at the routes where they wished to encourage active travel, so the Police could begin to consider enforcement action, such as ensuring cars left a large enough gap when passing cyclists. Enforcement action would give confidence to people wishing to use the network. The main way to change driver behaviour was through fear of prosecution. Top Deck has been launched by the Force's Road Harm Reduction Team and saw plain clothes Police Officers equipped with video cameras on buses looking down at passing motorists observing for distracted drivers, such as non-hands free mobile phone usage. The total Road Harm Reduction Team only consisted of six Officers and so they were naturally limited in the resources they could dedicate to the enforcement projects. The media could be used to the Police's advantage at times, by promoting the enforcement activities, the public became more aware of the potential to be caught committing an offence. PC Hudson commented that the biggest temptation for mobile phone usage in a car was in stationary and slow moving traffic. Catching people during these times would hopefully help deter people from the more serious cases when they were driving more quickly.

PC Hudson remarked that their team did not currently do any targeted enforcement on cyclists without lights on public roads and illegal use of cycling on pavements. They would however deal with offences committed appropriately if they were observed in action. There had only been three fixed penalty notices issued in the last five years to cyclists in the West Midlands Police Force Area. The greatest threat of harm was clearly with cars. Sgt Butler commented that there had just been a consultation about changing the law for cyclists hitting pedestrians and causing serious injury or death in public places. The law change would bring in specific offences for these cases. PC Hudson remarked that three quarters of cycling fatalities took place at junctions. On analysing the data, 85-90% of the fatalities showed the driver of the vehicle was at fault.

Sgt Butler stated if a cycling lane was implemented on Stafford Road, people would be more likely to cycle from Low Hill into the City. Deprived areas tended to have higher levels of obesity and so cycle lanes could have a positive impact on public health and there were the obvious benefits to air quality.

Cllr Waite asked about theft of bikes. Sgt Butler responded that the Safer Travel Team who were funded by Transport for West Midlands had a bike marking system, which promoted the system at train stations and other areas.

Cllr Waite asked the Police Officers about "Play Streets," in residential neighbourhoods, where streets were closed down for a few hours. Sgt Butler commented that he had heard mixed reviews at the Safer Road Partnership meetings. There was a discussion about different economic areas and whether playing on the streets amounted to anti-social behaviour or harmless social activity.

The Scrutiny Officer asked about safety campaign for cyclists. PC Hudson responded that working with partners in Birmingham to obtain funding, they issued bike lights and ruck sack covers. They tended to target the universities. They had also done some work whilst out on patrol in the evenings, where they had issued lights and florescent covers to cyclists who did not have them. There was a discussion about bike racks on trains. There was agreement that these were limited and on occasions the train could be too full to allow cyclists onto the train with their bike. The train transport system was clearly overloaded at certain times of the day. The folded bikes were becoming more popular.

Cllr Waite asked if operations such as "Close Pass" in Birmingham had led to behavioural change in drivers. PC Hudson remarked that the Police worked together with the Fire Service to deliver the education on "Close Pass." Research had shown that education by law enforcement was not as well received by the general public than if it was by other third-party organisations.

There was a discussion about speed cameras. Cllr Waite asked if the re-introduced cameras in Solihull and Birmingham had been successful. PC Hudson responded that he knew the trial on Coventry Road had been a success. There had not been a serious road or fatal traffic accident since the cameras had been introduced. Traffic was also moving better out of Birmingham City since the change.

Sgt Butler commented that the technology which the Police now had for speed enforcement was excellent and had led to more prosecutions. One mobile device which they used did not require the Police to stop the individual and had led to more prosecutions. He remarked that there was an intelligent analyst at the Police Force who analysed the last three years of KSI (Killed or Seriously Injured) data. Seriously injured was anyone who required an overnight stay in hospital. In 2017 for the West Midlands Region, which included Staffordshire, West Mercia and Warwickshire, the KSI's were up 23% on the year before. The analyst produced a document showing the roads with the most problems in the

individual areas. Stafford Road was one of the roads in Wolverhampton that had been identified. The Police data on this road had led them to the conclusion that it was not speed which was the problem on the Stafford Road. Their observations had showed that people were running the red lights on the traffic light junction coming out of Oxley Moor Road. They had consequently led a targeted plain clothes operation at the lights, with tickets being issued when the lights had been contravened.

Sgt Butler stated that the Traffic Department across the whole Force area was now approximately 95 Traffic Officers, but they were not all on Duty at the same time. As an example, he cited that on the present day there was only 16 Traffic Officers covering the roads in the whole of the West Midlands Police Force area. The minimum staffing number for anyone day was 10 Traffic Officers. They had been conducting eye check tests when they had stopped drivers, which had led to some alarming failures.

Sgt Butler commented that, The Road Safety Team worked with the Wolves Academy Team to improve Road Safety. It was also being introduced at other Football Clubs across the West Midlands. The Team were also working with the Rugby and Cricket Clubs.

The meeting ended at 2:20pm.

Scrutiny Work Programme

Scrutiny Board

The Board will have responsibility for scrutiny functions as they relate to:

Combined Authority, Future Customer, Future Performance and Communications

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
11.12.2018	Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021. Presentation on the work of the Adult Education Centre Access Issues in relation to public meetings (tb) Possible Working Group Fuel Poverty	Claire Nye Joanne Keatley Lisa Taylor Andy Moran Julia Cleary	
08.01.2019	Update on the Combined Authority Overview and Scrutiny Committee and Task and Finish Groups Access Issues in relation to public meetings (tbc)	Overview and Scrutiny Officer – CA Lisa Taylor	Cllr Peter Hughes and Lyndsey Roberts Cllr Steve Simkins
12.03.2019	Portfolio Holder for Governance Questions and Answer Session Leader Q & A Session		
09.04.2019	Cyber Security Centre for Public Scrutiny Accreditation Conference/Traning Event	Gail Ryder Julia Cleary Julia Cleary	

Agenda Item No: 9

Other potential items: -

1. Constitutional Review – Call in and Council processes

Scrutiny Reviews

1. Fire Safety - Ongoing
2. Flooding and Emergency Response – Cllr Bateman in chair.
3. Reducing Violent Crime – Cllr Ahmed in Chair.
4. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
5. Autism
6. Review into CAMHS
7. Mini Review Transport Recommendations – invite Transport Police, Anti Social Behaviour Officers and Safer Travel Team.

Scrutiny Board – Terms of Reference

- a. To arrange for the consideration of forthcoming Executive Decisions published in accordance with the Access to Information Procedure Rules with a view to identifying issues for early discussion with the Cabinet and/or scrutiny prior to decisions being made.
- b. The Board will oversee the operation of the [call-in mechanisms](#) with the Panels being responsible for hearing those call-ins related to their terms of reference. When the call-in relates to an overarching policy framework / budget issue or a matter that falls within the remit of more than one scrutiny panel it will default to the Scrutiny Board. Further, if the issue is considered to be of particular significance, either the Chair or Vice Chair of the Scrutiny Board can ask for it to come to the Board.
- d. The Board will oversee the work programmes of Scrutiny Panels to avoid duplication of work and to ensure coherence of approach to cross-cutting policy themes. The Board may determine that one named Panel shall take lead responsibility for a cross-cutting policy theme or may determine that the work be shared between one or more named Panels.
- e. The Board will ensure coherence between the policy development work of the named Panels and their role in the consideration of reports received from external auditors and external regulatory Inspectors.
- f. The Board will make recommendations to the Cabinet on the allocation of budgetary and employee resources held centrally for the purpose of supporting scrutiny work.
- g. The Board will ensure that good practices and methods of working are shared between Panels and in particular will seek to optimise the inclusion of citizens, partners and stakeholders in the work of Scrutiny.
- h. The Board will review or scrutinise non-Cabinet business and may make reports or recommendations to the Council. The Board will

consider policy and due process and will not scrutinise individual decisions made by Regulatory or other Committees particularly those quasi-judicial decisions relating to development control, licensing etc. which have been delegated by the Council. The Board will not act as an appeal body in respect of non-Cabinet functions.

- i. The Board will oversee the work of any Councillors appointed to act as lead members or 'champions' in respect of any specific priority tasks or areas of policy development identified by the Council.
- j. The Board or another relevant scrutiny panel will consider any petition that contains 2,500-4,999 signatures with a view to making recommendations for action by employees or review by the Executive as appropriate.
- k. The Board will undertake the tracking and monitoring of scrutiny review recommendations.
- L. The Board will oversee the coordination of the budget scrutiny process.

Confident, Capable Council Scrutiny Panel Work Programme

The Panel has responsibility for Scrutiny functions as they relate to, Strategic Financial Services, Revenues and Benefits, Strategic Procurement, The HUB, Audit, Human Resources, Corporate Administration, Democracy, Corporate Landlord, Transformation and ICT

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
28.11.2018	<ul style="list-style-type: none"> Print and Design service – report on performance of the service following the installation of new machines and tour of site 	Gail Rider, Head of ICT	
	<ul style="list-style-type: none"> Customer Services Journey 	Andy Moran, Director of Commercial Services /Lisa Taylor, Head of Service Improvement Corporate	
	<ul style="list-style-type: none"> Strategic Procurement - local spend, savings realised, Brexit implications 	Andy Moran, Director of Commercial Services	
	<ul style="list-style-type: none"> Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021 	Claire Nye, Director of Finance/ Alison Shannon/ Michelle Howell	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	
23.1.19	<ul style="list-style-type: none"> Asset Management Strategy 	Claire Nye, Director of Finance/ Andy	

		Moran, Director of Commercial Services	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	
06.02.2019	<ul style="list-style-type: none"> Welfare Reform Impact – Briefing Paper 	Sue Martin/Shawn Aldis (Wolverhampton Homes)	Briefing on the impact on residents moving to Universal Credit
	<ul style="list-style-type: none"> Visitor Access to Civic Centre – update report 	Chris East, Head of Facilities/Lisa Taylor, Head of Service Improvement Corporate	
	<ul style="list-style-type: none"> Portfolio Holder Session with Q & A 	Cllr Louise Miles	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	
10.04.2019	<ul style="list-style-type: none"> Assessment and evaluation of the Smart Working Policy 	Denise Pearce, Head of Human Resources	
	<ul style="list-style-type: none"> Legal Services Private Work 	Kevin O’Keefe, Director of Governance	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	

Future Items – dates tbc

1. Training session on treasury management. This training is being organised by Organisation Development

Stronger City Economy Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to: -

Enterprise and Skills, City Development, Visitor Economy, Adult and Cultural Learning, Economic Inclusion and Service Development.

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
12.02.2019	<ul style="list-style-type: none">Supporting Businesses in the City to InnovateBriefing Note – City Commission	Isobel Woods / Charlotte Johns Richard Lawrence / Isobel Woods	
02.04.2019	TBC		

Other Potential items:-

1. Policy implications from West Midlands Combined Authority/Regional/National or International Sources
2. How do we monitor our communications?
3. Skills and Employment

Vibrant and Sustainable City Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to: -

Operational Services, Public Realm, Commercial Services, Regulatory Services (policy), City Housing, Planning (policy), Strategic Transport, Keeping the city clean, Keeping the city moving, Improving the city housing offer and Strategic Asset Management.

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
06.12.2018	<ul style="list-style-type: none"> Active Travel Briefing Note – Christmas Waste Collections Council’s Tree Policy Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021. 	John Denley/John Roseblade Ross Cook Steve Woodward & Richard Johnson Claire Nye, Director of Finance	
28.02.2019	<ul style="list-style-type: none"> Portfolio Holder Session with Q & A Evaluation of Waste Management Delivery Plan WV Active 	Steve Evans Ross Cook Sean McBurney How well are WV Active doing at	

		meeting their targets?	
11.04.2019	<ul style="list-style-type: none">• Environment Survey Results• Full Review of Housing Allocations Policy	Steve Woodward Mila Simpson	

Potential Future Item: -

- 1. The Condition of the Roads (Including Potholes) in Wolverhampton
- 2. Transport Scrutiny
- 3. Briefing note on the results of the Environmental Services Survey

Health Scrutiny Panel

The Panel will have responsibility for Scrutiny functions as they relate to:-

- All health-related issues, including liaison with NHS Trusts, Clinical Commissioning Groups, Health and Wellbeing Board and HealthWatch.
- All functions of the Council contained in the National Health Service Act 2006, to all regulations and directions made under the Health and Social Care Act 2001, the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002,
- The Health and Social Care Act 2012 and related regulations.
- Reports and recommendations to relevant NHS bodies, relevant health service providers, the Secretary of State or Regulators.
- Initiating the response to any formal consultation undertaken by relevant NHS Trusts and Clinical Commissioning Groups or other health providers or commissioners on any substantial development or variation in services.
- Participating with other relevant neighbouring local authorities in any joint scrutiny arrangements of NHS Trusts providing cross border services.
- Decisions made by or actions of the Health and Wellbeing Board.
- Public Health – Intelligence and Evidence
- Public Health – Health Protection and NHS Facing
- Public Health - Transformation
- Public Health – Commissioning
- Healthier City
- Mental Health
- Commissioning Mental Health and Disability
- HeadStart Programme

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
24.01.2019	<ul style="list-style-type: none"> Black Country Partnership NHS Foundation Trust – Transforming Care Partnership – update and Quality Accounts 2018/19 – progress against priorities Eye and hearing checks Cancer treatment services – performance against national targets RWHT – staff recruitment and retention Patient Advice and Liaison Service (PALS) 	<p>Lesley Writtle, Black Country Partnership</p> <p>Andrea Smith, Head of Integrated Commissioning, Wolverhampton CCG</p> <p>The Royal Wolverhampton NHS Trust</p> <p>The Royal Wolverhampton NHS Trust</p> <p>Alison Dowling Head of Patient Experience and Public Involvement The Royal Wolverhampton NHS Trust</p>	<p>performance against local and national targets</p> <p>maintaining staff levels to deliver safer care and better patient experience</p>
21.03.2019	<ul style="list-style-type: none"> Hospital Mortality Statistics – update 	Dr Odum, The Royal Wolverhampton NHS Trust	

	<ul style="list-style-type: none"> Public Health Vision – Review of Progress against national performance targets GP appointment waiting times – involve Wolverhampton Healthwatch 	<p>John Denley, Director of Public Health</p> <p>Wolverhampton CCG and Healthwatch</p>	http://www.wolverhampton.gov.uk/health
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List of potential topics - dates and method of scrutiny to be agreed by the panel

1. West Midlands Ambulance Service - Quality Accounts 2017/18 - May 2019 (tbc)
2. RWHT - Quality Accounts 2017/18 – 23 May 2019 (tbc)
3. Black Country Partnership NHS Foundation Trust – Quality Accounts – May 2019 (tbc)
4. Walsall CCG - [Reconfiguration of hyper acute and acute stroke services](#)
5. Ward sizes,age,transition arrangements for a young person moving to an adult ward
6. Pharmecuatical Ordering

The Panel will have responsibility for scrutiny functions as they relate to: -

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
29.01.2019	<ul style="list-style-type: none"> Draft work programme 	Earl Piggott-Smith	
26.03.2019	<ul style="list-style-type: none"> Principal Social Worker Annual Report 	Louise Haughton, Principal Social Worker	
	<ul style="list-style-type: none"> Quality Assurance Compliance Update 		
	<ul style="list-style-type: none"> Transforming Care - Annual Report 2019 		
	<ul style="list-style-type: none"> Draft work programme 	Earl Piggott-Smith	

Adults and Safer City Scrutiny Panel

Long list of topics - dates for presentation and method of scrutiny to be agreed

1. Quality of Care – issues of quality assurance - Sarah Smith, Head of Commissioning
2. Draft People Directorate Commissioning Strategy – 13.6.17
3. Responding to Serious and Organised Crime - To provide an outline of partnership proposals to address serious and organised crime in the city and the Council's contribution. (Karen Samuels – CWC Community Safety/Chief Inspector Karen Geddes – West Midlands Police/Andy Moran – CWC Procurement)

Briefing notes for distribution via the Document Library:

1. Fatal Contraband and Alcohol - Update requested from meeting in July 2016 – Sue Smith agreed to lead
2. Crime Reduction and Community Safety and Drugs Strategy Update – request from meeting held in July 2017 – Karen Samuels and David Watts
3. Supporting a Safe and Seamless Transfer from Specialist Care or Hospital Setting – Update to be provided following meeting on 31 January 2017 (David Watts).
4. Better Care Fund – Update requested at meeting held on 31 January 2017.
5. Dementia City – Update on how GP services could be improved, any identified strengths and weaknesses and if possible data on which GPs were reporting incidents – lead Kathy Roper

Children, Young People and Families Scrutiny Panel

The Panel will have responsibility for scrutiny functions as they relate to: -

Children in need/child protection, Looked after children, Early help 0-5, Early help 5-18, Youth offending, Children's commissioning, School planning and resources and Standards and vulnerable pupils.

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
16.01.2019	• HeadStart Stainability Planning Update	Mai Gibbons HeadStart Contracts Manager	
	• The Vision for School Organisation and School Expansion	Stephanie Knight School Organisation Officer	
	• The provision of SEN at post 16 and presentation self-assessment report on current provision.	Adrian Leach, Head of Special Educational Needs and Disability	
27.03.2019	• Autism Strategy	Rob Hart	

Long list of topics - dates for presentation and method of scrutiny to be agreed

1. Supporting Unaccompanied Asylum-Seeking Children
2. Mental Health Issues/CAMHS (Emma Bennett/CCG)
3. Unregistered independent schools and out of school settings
4. Youth Justice Plan 2018-2019 – action plan
5. Apprenticeship educational requirements
6. Progress report on school's expansion
7. Early Help Strategy 2018-2022
8. Children's Trust Board – briefing paper

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